

Iowa DNR - Air Quality Bureau Iowa Environmental Application SYstem (Iowa EASY Air) Facility Number & Name Change Form



EASY Air Facility Number & Name Change Form

A Facility Number (also called a Plant Number) is used to identify facilities across different Air Quality programs by county location. This number will be in the format of **XX-YY-ZZZ**, where XX the 2-digit County Number, YY is the 2-digit City Number within the County and ZZZ is the 3-digit count of facilities within the City. Portable Plants are given a **PP-ZZZ-000** number. This number is generated and assigned by the DNR.

DNR Records Center ONLY	
R. Series/Initials:	CON 10-1 /
Facility Number:	
WK ACT/ Doc Code:	MS/CL

This number is generated and assigned by the DNR.	
*Required Field	
*1. Request Date:	
*2. Contact Information:	
First Name: Last Name:	
Position Title:	
Mailing Address:	
City Name: State:	Zip Code:
Phone Number: E-Mail Address:	
*3. Facility Number Request: Is Facility Portable? Yes No a. New Facility Number b. Temporary Facility Number	
*4. Comments: (Limited to 150 characters)	
*5. New Facility Name: *6. New or Existing (for Facility Name Change) Equipment Address:	
*7. Facility City:	*8. Zip Code:
*9. County: 10. Identify any facilities, within five miles of the permitted facility, that (include Facility number and name):	at this company owns and/or operates
Please enter information for existing facility if requesting a Facility Na	ame Change
11. Existing Facility Number (user format shown):	-
12. Existing Facility Name:	
 Complete this form electronically (no hard copies). Save the original file Please do not print and scan this form. Instead, E-Mail the completed of Change (easyair_fn@dnr.iowa.gov). 	
DNR RECORDS CENTER ON	ILY
New Facility Number: Field Office	e Number:
Request Completion Date:	
Request Completion Date: Records Updated by:	



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Form Instructions

This form is used to request the following:

- a. New Facility Number
- b. Temporary Facility Number
- c. Process a Name Change for an Existing Facility

How to complete this form:

Navigation: Use the Down Arrow key or Tab key to move through the fields.

- 1. Enter the date of your request.
- **2.** Complete the contact information section.
- 3. Check one the following changes: a. New Facility Number, b. Temporary Facility Number, or c. Facility Name Change. **Note:** b. Temporary Facility Number should only be selected for determination requests associated with a planned facility. Identify if the plant is Portable: <u>Yes</u> or <u>No.</u> If Yes, skip fields 6-9 below.
- **4.** Use this field to provide details about the request, such as the source of information. For example, "This is a new facility that is planned to begin construction on [Insert Date]", or "Our company is looking at expanding sometime in the future" or "The facility name has changed due to an ownership change that became effective on [Insert Date]."
- **5.** Provide the new facility name. For a name change, enter the new name.
- **6.-8.** Provide the physical address for the proposed construction site or existing facility.
- 9. Provide the name of the county where the facility will be or is currently located.
- **10.** Provide the facility number and facility name for any facilities this company owns and/or operates within 5 miles of the facility identified in items 5 through 9, or items 11 & 12.

Your requested Facility Number will be emailed to you.

If requesting a facility name or ownership change:

- **11.** Enter the existing facility number.
- **12.** Enter the existing facility name.

How to handle this form:

- Complete this form electronically (no hard copies). Save the original file, use any file name for your records.
- 2. Please do not print and scan this form. Instead, E-mail the completed form to: **EASY Air Number & Facility Change** (easyair_fn@dnr.iowa.gov).
- 3. On the e-mail subject line, indicate the type of facility change requested.
- 4. E-mail questions regarding the status of your request to the email address above.